



**THE ORIENTAL INSURANCE COMPANY LIMITED**

**REGIONAL OFFICE-KOLKATA**

**4, Lyons Range, Kolkata – 700001 (West Bengal)**

**RATE CONTRACT FOR SUPPLY, INSTALLATION, TESTING AND  
COMMISSIONING OF SMF BATTERIES FOR UPS**

**Tender Ref No – OICL/ROKolkata/ITD/UPSBatt&Consumables/2018/03 Dated  
22/09/2018**

**INSTRUCTIONS/GUIDELINES TO BIDDERS**

You are hereby requested to send your sealed quotation for the supply of above mentioned items to the below mentioned address:

**The Regional Manager In-Charge (IT),  
The Oriental Insurance Company Ltd,  
Regional Office-Kolkata,  
4, Lyons Range  
Kolkata – 700001**

The quotation should be submitted in a Sealed Cover Marked “**TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF SMF BATTERIES FOR UPS**” and may be submitted to the **IT Deptt, Regional office** for this purpose. Last Date of Submission of quotations is – **09/10/2018, 4 PM**. Applications received beyond the stipulated time shall not be considered.

If the last date for submission of Tenders happens to be a holiday due to some unforeseen circumstances, then the tender can be submitted by 12pm on the next working day.

OICL reserves the right to change the dates mentioned in the Tender document.

This invitation to tender is for :

- Rate Contract for Supply, Installation, Testing And Commissioning Of specified SMF Batteries for UPS Systems installed in our offices under our Kolkata Regional Office.

1. **ELIGIBILITY CRITERIA**

- a) Supplier should be either manufacturer (OEM) or an authorized dealer of UPS battery of the specified make (Exide) with sufficient proof of Dealership with Original Equipment Manufacturer, valid for at least 1 year from the date of Tender, subject to consequent/timely renewal to cover the contract period of 2 years.
- b) Vendor should supply & install the battery at the required place.
- c) Vendor should have to be able to provide satisfactory after-sales support.

2. **TERMS AND CONDITIONS**

- a) Prices should be inclusive of all Taxes and Charges (including Transportation, delivery and installation charges)
- b) Only West Bengal based vendors are eligible to apply for this tender.
- c) The make of battery should be Exide.
- d) In case any of the battery gets faulty within warranty period, the same shall be replaced by the supplier at the particular office of Oriental Insurance Company Limited within 3 to 5 days' time for which no extra amount will be paid to the supplier.
- e) The quotation should clearly specify the **period of warranty which should be minimum 24 months**. The warranty will be applicable from the date of installation.
- f) During the warranty period, the vendor will have to undertake Comprehensive maintenance of the Battery and accessories as supplied.
- g) The rates quoted in the tender should be valid at least **One Year** from the date of approval for supply of batteries.
- h) Company can place purchase order to the supplier on the approved rates for any number of batteries for any offices under Regional Office Kolkata.
- i) The supplier should also specify the rate at which old battery(s) would be taken back (Buy-Back Price). The supplier will collect the exhausted battery(s) (any make) on his own cost from the locations.
- j) The delivery should be made within a maximum of 7 days from the date of receipt of our order and payment will be made by the Regional office **through ECS** after proper installation of battery(s). **Delay in delivery will attract a penalty of 1% of the value of purchase order or order is liable to be cancelled.**

- k) The battery(s) supplied should be of recent stock and the manufacturing date should not be greater than 2-3 months from the date of supply. The date of manufacturing should be explicitly mentioned on the battery and on the invoice.
- l) The supplier will do installation of battery(s) with UPS at respective office with the help of fully trained persons. For any mishap / accident or any other careless conduct during replacement of batteries, the supplier will be fully responsible.
- m) The order can be placed on **“as & when needed basis”** for any number of battery / batteries till the validity of the contract.
- n) The Intending bidders should pay an **Earnest Money Deposit of Rs. 5,000/-**. The E.M.D. shall be paid by way of a Demand Draft drawn in favor of **“THE ORIENTAL INSURANCE COMPANY LIMITED”** payable at **Kolkata**. The EMD will not carry any interest. The EMD will be refunded to the **successful bidder** only after signing of the contract and after furnishing security deposit. In case of **unsuccessful bidder** the EMD will be refunded to them after intimating them about rejection of their tender. EMD submitted by bidder may be forfeited if:
  - i. Bidder backs out of bidding process after submitting the bids;
  - ii. Bidder backs out after qualifying;
  - iii. Bidder does not accept the Purchase Order / Sign the Contract within the time prescribed by OICL after qualifying.
- o) The successful bidder will have to furnish a **Performance Security deposit of Rs. 50000/- (Thirty thousand)** by way of BG in favour of **THE ORIENTAL INSURANCE COMPANY LIMITED** payable at **Kolkata**. Successful Bidder will provide Agreement on Rs. 100/- stamp paper.
- p) Security deposit will be kept with the Company till completion of warranty period of supplied batteries during the contract period of one year. No interest will be paid on the amount of Security Deposit.
- q) No amendment in Rates will be accepted from any of the participants, once tender has been opened on due date and is finalized. A letter as regards of selection will be sent to the selected bidder/s.
- r) No request for price revision shall be entertained arising due to Market Rate Fluctuations during the currency of Tender Agreement.
- s) **Any tax revision/implementation of policies by the Government will be automatically applied.**
- t) In the event of the selected supplier denying to supply the ordered Battery(s), agreed and accepted as per the Tender Document, for whatsoever the reason may be, the Security Deposit submitted with the Tender shall stand forfeited and the supplier will be blacklisted to participate in Tender proceedings in future.
- u) If the successful bidder is found to be supplying material of poor quality or fails to comply with the specification of the tender, the supplier / bidder is liable to be black-listed and his tender will be cancelled. He will not be allowed to participate in future tenders.

- v) No sub-contracting is permissible by the company. If noticed, the contract will be cancelled and penalty as per the rules may be imposed.
- w) In case of deviation from any of the Terms & Conditions during period of agreement, the Security Deposit of the supplier will be forfeited.
- x) TDS or any other taxes applicable from time to time during the period of contract will be deducted at the time of payment of bills.
- y) Vendors who do not have a permanent Sales Tax No, VAT No., Service Tax No., need not apply.
- z) The Company reserves the right to accept/reject any of the tenders, add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary, reject any or all the tenders without assigning any reason thereof.
- aa) The tender is liable to be rejected *interalia* if it is not in conformity with the instructions mentioned herein, if it is not properly sealed and signed by the bidder, if it is received after the expiry of the due date and time.
- bb) In case of any dispute or any difference only Courts of Kolkata shall have the jurisdiction in all matters arising out or connected with this agreement. Further this agreement is subject to laws of India alone.

**The tender will be opened in the presence of bidders on 10/10/2018, 12 noon at Regional Office.**

**3) DOCUMENTS TO BE SUBMITTED.**

- a) Documents to prove eligibility
- b) Dealership Certificate
- c) GST certificate
- d) GST clearance Certificate

**Date:**

**(Signature of supplier with Seal)**

**NAME–**

**ADDRESS –**

**CONTACT NO:**

## **D E C L A R A T I O N**

I/ We \_\_\_\_\_ hereby declare that we have read all the terms and  
(Name of the Person of the supplier)

conditions mentioned above and on behalf of our company \_\_\_\_\_ we  
agree and abide by these terms & conditions.

**Date:**

**(Signature of supplier with Seal)**

**NAME–**  
**ADDRESS –**  
**CONTACT NO:**

**TENDER FORM FOR UPS BATTERY(S)**

**1. Supplier Firm Name:** \_\_\_\_\_

**2. (a) Address with Tel/Mobile No./E-mail/Fax Nos. :** \_\_\_\_\_  
\_\_\_\_\_

**(b) Name of Contact Person with E-mail and Mobile No:** \_\_\_\_\_

**3. Whether you are an Authorized Manufacturer/ Dealer/Distributor of the Make of Battery(s) quoted for:**

(Kindly attach Dealership/ Distributorship Certificates for brand/ make quoted for, mentioning validity eriod which must cover Tender Contract Period).

**4. Whether Registered with Sales Tax Authority(s).**

**If yes then LST/CST VAT No. :** \_\_\_\_\_

(Please attach self attested xerox copies of certificate)

**5. Names of leading customers including Public Sector Undertakings/ Public Sector Insurance Co's & Banks/ Govt. Offices from whom orders are secured.**

**(Please attach a separate list)**

**6. Approximate turnover in last 3 years.** : \_\_\_\_\_ 2015-16

: \_\_\_\_\_ 2016-17

: \_\_\_\_\_ 2017-18

**7. Commitment period for supplying the batteries as per rates quoted: Two Years from the date of selection letter.**

**8. EMD deposit details: DD NO.:** \_\_\_\_\_ **Dated** \_\_\_\_\_

**Name of Bank** \_\_\_\_\_

**Branch Name** \_\_\_\_\_

**Date:**

**Place:**

**(Signature of the supplier with Seal)**

**NAME–**  
**ADDRESS –**  
**CONTACT NO:**

## SCHEDULE OF RATES

Sr no.	Battery Rating	Price Per Battery	Battery Make	Price Per Battery	GST RATE AND AMOUNT	Total Price per battery	Buy Back Price of old battery	Net Cost Per Unit	Warranty Period
				( exclusive of all Taxes and Charges on site)		( inclusive of all Taxes and Charges on site)		( inclusive of all Taxes and Charges on site)	
1	12V-26 AH SMF								

**Warranty period must be mentioned in terms of months. Minimum warranty period should be 24 months.**

Tender will be finalized based on Total Price Per Battery (inclusive of all Taxes and Charges on site) for each battery type.

Date:

(Signature of the supplier with Seal)

NAME–  
ADDRESS –  
CONTACT NO:

**Annexure-2**  
**LIST OF OFFICES UNDER OUR REGION**

<b>SI No</b>	<b>Office Name</b>
1	RO Calcutta
2	SVC, KOLKATA
3	TP HUB, KOLKATA
4	DO 1 CALCUTTA
5	BO DUNLOP
6	EC DUNLOP
7	DO 2 KOLKATA
8	BO SALT LAKE KOLKATA
9	DO 3 CALCUTTA
10	BO BARANAGAR
11	DO 4 KOLKATA
12	DO 5 CALCUTTA
13	DIRECT AGENT BRANCH
14	DO-6 KOLKATA
15	BO BEHALA
16	BO GARIA
17	BC RAJPUR SONAPUR
18	MO-RAIPUR SONARPUR
19	MO UTTAR RAIPUR
20	MO CHATTAKALIKAPUR
21	MO - BOWALI
22	MO KANYA NAGAR
23	MO KANYA NAGAR
24	DO HOWRAH
25	BO CHINSURAH
26	BC KESHABPUR
27	BC DAKHIN JHAPARDAHA
28	BC BALLY
29	BC RAGHUDEBBATI
30	BC PODRA
31	BC UTTARPARA KOTRUNG
32	MO RISHRA
33	BC SIMLA
34	CBU KOLKATA
35	DO HALDIA
36	BO MIDNAPORE



37	BC KHARAGPUR
38	BC KHARAR
39	DO ASANSOL
40	BO BURDWAN
41	BO SURI
42	BO BANKURA
43	BO BARAKAR
44	EC, PURULIA
45	BC PURULIA
46	BC ARRA
47	BC BALRAMPUR
48	DO SILIGURI
49	BO JALPAIGURI
50	BO JALPAIGURI
51	BO COOCH BEHAR
52	BO GANGTOK
53	BO GANGTOK
54	CBO-I SILIGURI
55	CBO-II SILIGURI
56	BC TUFANGANJ
57	BC MOYNAGURI
58	BC HALDIBARI
59	BC PASHCIM JITPUR
60	BC BANER TEA ESTATE
61	BC FALAKATA
62	BC UPPER TODONG
63	DO BARASAT
64	BO KALYANI
65	CBO 5 BARRACKPORE
66	BO BASIRHAT
67	BO KRISHNANAGAR
68	BC GAYESHPUR
69	BC TITAGARH
70	BC KAMARHATI
71	BC MADHYAMGRAM
72	BC TALBANDHA
73	BC RUIYA
74	BC ICCHAPUR
75	BC HABRA
76	DO DURGAPUR
77	EC PANAGARH
78	EC, RANIGANJ
79	MO Ukhra

80	BC KENDA
81	MO Kenda
82	MO Khandra
83	BC PARASKHOL
84	MO Parashkhol
85	MO Chakbankola
86	DO MALDA
87	BO RAIGANJ
88	BO BERAHAMPUR
89	EC-KRISHNANAGAR
90	BC Jangipur
91	BALURGHAT
92	EC ISLAMPUR
93	BC ISLAMPUR
94	BC PASCHIM PURNAPARA
95	BC KANKURIA
96	BC DHUSARI PARA
97	BC SAHAJADPUR
98	BC TAHERPUR